

**From:** Executive Director  
**Sent:** Thursday, August 21, 2008 4:21 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - August 21, 2008

The Department of General Services (DGS) will be performing repair work in the ceiling area above the Lobby Security Guard console beginning August 23, 2008. DGS expects this work to be completed by mid-September. DGS has determined that containment must be constructed around the area. While this project will be highly visible to employees as they enter the building, DGS reports employees will have full access through the entrance doors to the secured areas of the building. As always, our consultants will monitor the work of DGS and their contractors. For your information, DGS has provided their plan, along with a sample of the materials that will be used to construct the containment area. This information is displayed in the glass case near the lobby. Your continued patience while this work is underway is greatly appreciated.